



Employee Self-Service Job Aid

ESS How to View the Total Rewards Summary

How to View the Total Rewards Summary

The purpose of this Job Aid is to walk through the process to view your Total Rewards Summary information using Employee Self-Service.

The Total Rewards statement is available to all Salaried Employees of the Commonwealth whose Agencies do not provide a similar statement through an Agency specific system. The Total Rewards statement was developed pursuant to Chapter 2, 2018 Acts of Assembly Item 81.I: Department of Human Resource Management (DHRM) to provide Salaried Employees a view of their total compensation. It was extended to include all Salaried Employees whose compensation, leave, and benefits are maintained in Cardinal HCM.

Table of Contents

Viewing the Total Rewards Summary	2
---	---



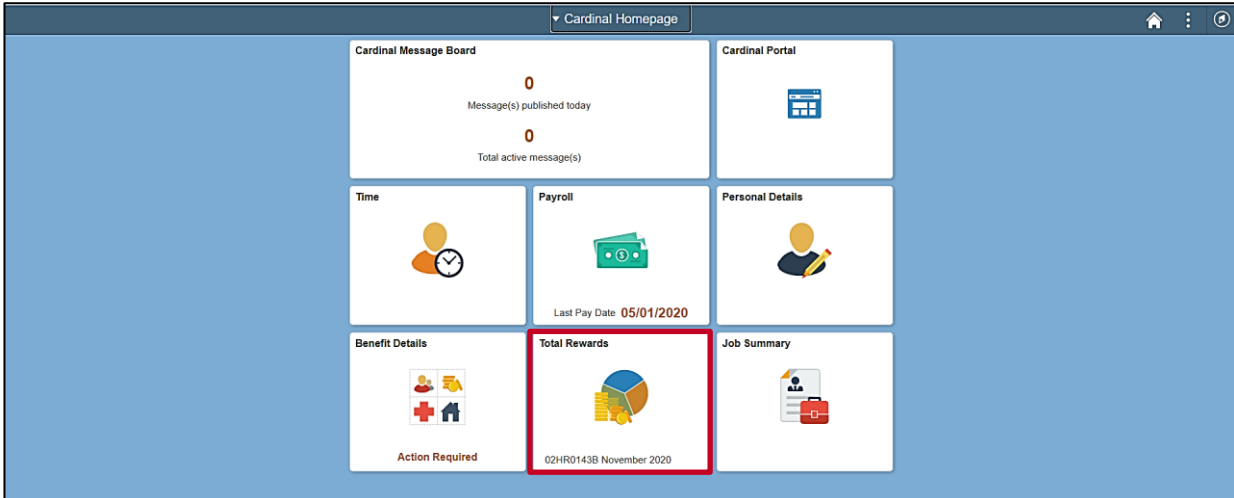
Employee Self-Service Job Aid

ESS How to View the Total Rewards Summary

Viewing the Total Rewards Summary

1. Navigate to the **Cardinal Homepage**.

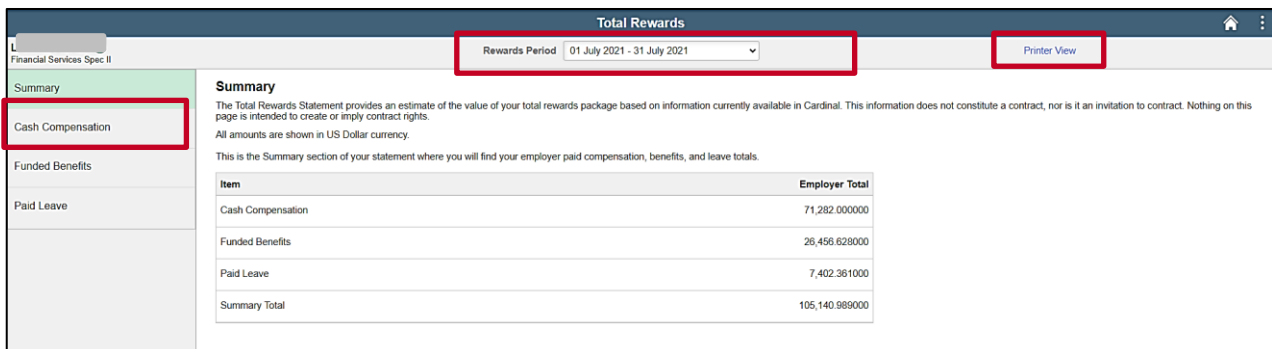
The **Cardinal Homepage** displays.



Note: Individual tile availability and placement is dependent upon individual user and security settings.

2. Click the **Total Rewards** tile.

The **Total Rewards** page displays with the **Summary** tab displayed by default.



3. Change the **Rewards Period** as needed using the dropdown button provided.
4. The **Summary** tab provides summary information pertaining to your Cash Compensation, Funded Benefits, Paid Leave, and totals. Review this information as needed.
5. A printable version of this information can be obtained by clicking the **Printer View** link.

Note: The printable view of information is available on all of the tabs.

6. Click the **Cash Compensation** menu item to view additional information pertaining to your cash compensation.



Employee Self-Service Job Aid

ESS How to View the Total Rewards Summary

The **Cash Compensation** tab displays.

Total Rewards	
Financial Services Spec II	Rewards Period 01 July 2021 - 31 July 2021
Summary	Cash Compensation
Cash Compensation	All amounts are shown in US Dollar currency. This section contains the various types of base pay that equate to your total cash compensation. Click on the State Salary item to view your Annualized Salary in a separate detail display window.
Funded Benefits	
Paid Leave	

Item	Employer Total
State Salary	71,282.000000 >
Non-State Supplement	0.000000 >
Special Pay	0.000000 >
Temporary Pay	0.000000 >
Total Cash Compensation	71,282.000000

- Review and/or print the cash compensation details information as needed.

Note: This tab displays all cash earnings during the specified rewards period but does not include bonuses. Additional details for any specific row (State Salary for example) can be viewed by clicking anywhere on the corresponding row. This is true on all of the tabs.

- Click the **Funded Benefits** menu item.

The **Funded Benefits** tab displays.

Total Rewards	
Financial Services Spec II	Rewards Period 01 July 2021 - 31 July 2021
Summary	Funded Benefits
Cash Compensation	All amounts are shown in US Dollar currency. The amount of funded benefits represent the cost to your agency, and not necessarily the value of the benefits to you as an individual. If you are in the Hybrid Retirement Plan, there is a 1% cash match on the mandatory 1% employee contribution, plus a 0.25% match for each additional 0.50%, up to the maximum up to an additional 2.5% employer contribution. The unknown retirement category includes ORP participants. Temporary pay, when present, is not included in calculations for retirement contribution, Health Insurance Premium, Group Life Insurance, or retiree Health Insurance Credit Premium. Additional cost of Unemployment Compensation, workers' Compensation, and the IRS 401(A) Cash match program are excluded.
Paid Leave	

Item	Employer Total
Retirement Contribution	10,307.377000 >
Health Insurance Premium	8,508.000000 >
Medicare Tax	1,033.589000 >
Social Security Tax	4,419.484000 >
Group Life Insurance	955.000000 >
VSDP and Long-Term Disability	434.820000 >
RET Health Ins Credit Premium	798.358000 >
Total Funded Benefits	26,456.628000

- Review and/or print the funded benefits details information as needed.

Note: This tab displays health and wellness benefit contributions earned during the specified rewards period.

- Click the **Paid Leave** menu item.



Employee Self-Service Job Aid

ESS How to View the Total Rewards Summary

The **Paid Leave** tab displays.

Total Rewards															
Rewards Period 01 July 2021 - 31 July 2021 Printer View															
Summary	Paid Leave														
Cash Compensation	All amounts are shown in US Dollar currency.														
Funded Benefits	The leave types listed are available to classified employees covered by the Virginia Personnel Act. If you are not a classified employee, your leave types, accruals and holidays may be different than shown. Refer to your respective Agency's leave policies for additional information. The number of days listed in the detail section is what is allotted to, or accrued by, you each year, adjusted when your work schedule hours in Job Data is less than 40-hours per week. You may qualify for other types of leave that is not listed here. For employees who work less than 12-months, the number of holidays is adjusted, with the assumption that holidays missed are proportionate to time not worked.														
Paid Leave	<table><tr><th>Item</th><th>Employer Total</th></tr><tr><td>Annual Leave</td><td>0.000000 ></td></tr><tr><td>Sick Leave</td><td>2,467.454000 ></td></tr><tr><td>Family/Personal Leave</td><td>1,096.646000 ></td></tr><tr><td>School Assistance & Volunteer Service Leave</td><td>548.323000 ></td></tr><tr><td>Holidays</td><td>3,289.938000 ></td></tr><tr><td>Total Paid Leave</td><td>7,402.361000</td></tr></table>	Item	Employer Total	Annual Leave	0.000000 >	Sick Leave	2,467.454000 >	Family/Personal Leave	1,096.646000 >	School Assistance & Volunteer Service Leave	548.323000 >	Holidays	3,289.938000 >	Total Paid Leave	7,402.361000
Item	Employer Total														
Annual Leave	0.000000 >														
Sick Leave	2,467.454000 >														
Family/Personal Leave	1,096.646000 >														
School Assistance & Volunteer Service Leave	548.323000 >														
Holidays	3,289.938000 >														
Total Paid Leave	7,402.361000														

11. Review and/or print the paid leave details information as needed.

Note: This tab displays the various types of paid leave available to you. These leave types are available to Classified Employees that are covered by the Virginia Personnel Act. Non-Classified Employees should refer to their Agency's specific policies and guidelines regarding paid leave.